

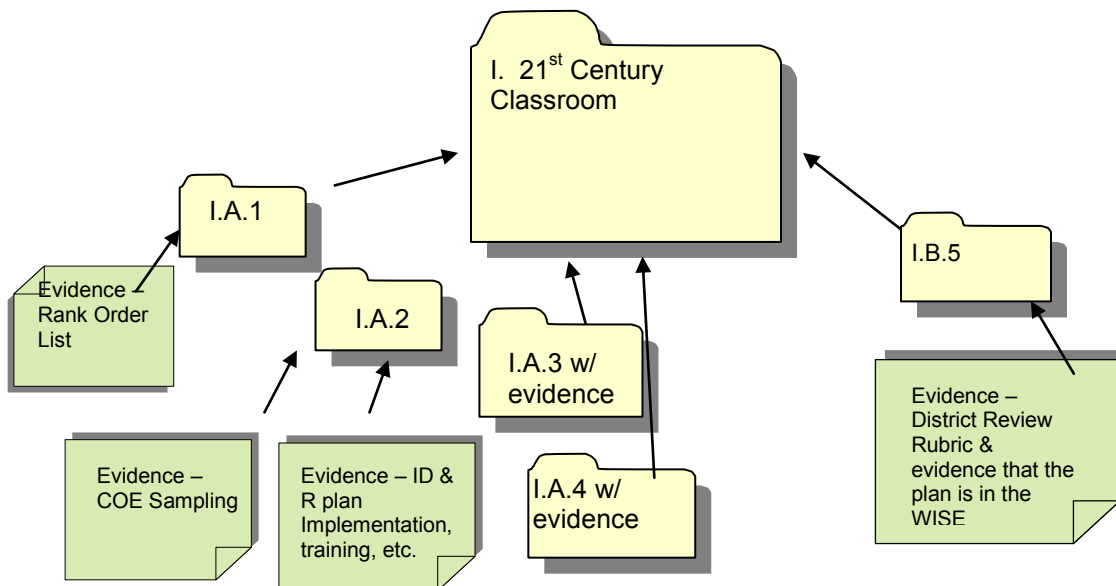
Federal Program Monitoring
2013-2014 Document Organization Instructions

Districts are required to submit documentation two weeks prior to the monitoring review. Please submit this documentation in an organized format electronically to a website (i.e. district website, weebly.com, Dropbox.com, google.com, etc.), on a thumb drive or on a CD.

Instructions for submitting documents electronically to a website, on a thumb drive or on a CD:

1. Provide a Word document Cover Page that includes the LEA's name and number and contact information for the superintendent, federal programs director, and the business manager.
2. Create a file folder for each monitoring Section, i.e. I. 21st Century Classroom-Program Effectiveness and Student Achievement; II. Great Teachers and Leaders; III. Transparent Accountability; Equitable Services for Private School Students, etc.
3. Within each monitoring Section, create a file folder for each indicator in the Monitoring Tool.
4. For each indicator, add the evidence documentation that supports the requirements for that indicator.

Example: For Section I. 21st Century Classroom – Program Effectiveness and Student Achievement:



5. **Keep documentation in the same order as the Indicators are listed in the Monitoring Tool.**
6. Submit the organized documentation to a website link, or copy documentation to a thumb drive or to a CD.
7. Notify Karen Seay at kseay@sde.idaho.gov and Lisa Paul at lpaul@sde.idaho.gov the website link, or mail the thumb drive or CD to Karen Seay/Lisa Paul at the Idaho Department of Education (contact information below).

8. Materials must be received two weeks prior to the review.

Contact Karen Seay at kseay@sde.idaho.gov or 208.332.6978 for questions regarding these instructions and general monitoring preparation.

Karen Seay/Lisa Paul
Idaho Department of Education
PO Box 83720
Boise ID 83720-0027

The monitoring tool and monitoring documents may be accessed at
http://www.sde.idaho.gov/site/title_one/program_monitoring.htm